

**AMESBURY PUBLIC SCHOOLS  
REQUEST FOR PROPOSALS  
TECHNOLOGY INFRASTRUCTURE**

AMESBURY PUBLIC SCHOOLS (hereafter referred to as "District" ) is soliciting sealed, written formal RFP proposals from qualified vendors (hereafter referred to as "Vendor") for the purchase of equipment, supplies, materials and labor or services as outlined in the following specifications. Sealed RFP's shall be received by the District, in the Office of the Superintendent of the Amesbury Public Schools, 5 Highland Street, Amesbury, MA 01913 until 2:00 PM on **Friday, March 4, 2022**.

**The RFP will be available on January 31, 2022 at 2 pm. Proposals must be received by Friday, March 4, 2022. Any proposals received after this date and time will be rejected.**

**Summary**

The Amesbury Public Schools serves approximately 2,000 students in five schools. We utilize 21<sup>st</sup> century instructional practices to ensure our students are academically confident and ready to navigate a rapidly-changing, technology-rich, global economy. The District is requesting proposals from qualified vendors to upgrade, increase or replace our technology infrastructure including, cabling, UPS, switches, routers, racks, WAP and Firewall services. The District is looking for interested vendors who can provide solutions that will address its current and future needs. The District is open to all proposals from vendors that meets the needs and qualifications based on the information outline in this Request for Proposal (RFP).

**Scope of Work**

The District is always looking to build its network based on industry standards with a focus in equipment that is forward thinking and will meet the goals of the district today, with the ability to expand as the District continues to grow. The current infrastructure is outdated and will need the following Internal Connections which must include installation and initial configuration:

Item	Quantity
1. Cabling	165,000 ft
2. Switches (Meraki or equivalent)	30
3. Router	2
4. Racks (APC or equivalent)	13
5. Firewall Service & Components (Meraki or equivalent)	8
6. WAP (Meraki or equivalent)	250

The district is interested in making sure that its staff is highly competent with the equipment that it purchases. Any proposal should include certification training on a specific vendor's equipment.

## Additional Information

The intent of this RFP is to define specifications for the equipment and requirements to upgrade or installation of a system. All plans proposed should include a project deployment plan, detailed billing and include hardware, installation and shipping. A service provider must label all E-Rate eligible equipment with a district issued Asset Tag that identifies the funding year the equipment was purchased. Each vendor is allowed to submit a total proposal for this RFP.

School District locations including Amesbury High School, 5 Highland Street; Amesbury Middle School, 220 Main Street; Cashman Elementary School, 193 Lions Mouth Road; Sgt. Jordan Shay Memorial Lower Elementary School, 193 Lions Mouth Road; and Amesbury Innovation High School, 71 Friend Street, all located in Amesbury, Massachusetts.

## Special Conditions

1. Prices to remain firm through SLD approval, execution and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer or carrier, said decrease shall be passed on to the district and documented with a new price sheet sent to the district.
2. All equipment/service costs must be new and included and identified separately.
3. The School Committee and/or the district reserved the right to reject any and all bids/proposals, or any or all items of any bid/proposal.
4. The RFP will be posted on the district website at [www.schools.amesburyma.gov](http://www.schools.amesburyma.gov). Any additions or corrections will be addressed in the form of addenda and posted to the same location on the website.
5. Any questions on the part of the proposer regarding the specifications contained herein must be resolved prior to submission of the bid. A pre-bid conferences, which will include the building tours, is scheduled for **Wednesday, February 23, 2022 at 8:00 AM**, beginning at Amesbury High School, 5 Highland Street, Amesbury, MA 01913. We expect this walk-through to last for at least 2-3 hours, as we will tour 5 buildings. **The pre-bid conference is Mandatory for all Vendors, and failure to attend will result in the rejection of any submitted bid.**
6. All questions regarding this RFP should be directed to Tim McCue, IT Director, City of Amesbury at [mccuet@amesburyma.gov](mailto:mccuet@amesburyma.gov) and Joan Liporto, Director of Finance & Operations at [liporto@amesburyma.gov](mailto:liporto@amesburyma.gov), please post **ERATE RFP** in the subject line.
7. The deadline for questions regarding this RFP will be **February 24, 2022 at 4:00 PM**
8. Responses to all questions will be made by **March 2, 2022** and will be posted on the district website.
9. It is the responsibility of the prospective bidder to check the website for updates or addenda.
10. The Vendor must meet or exceed all requirements. Each response will be reviewed to determine if it is complete prior to actual evaluation.
11. The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the RFP.
12. You must provide one original and two copies of your proposal.

## **Vendor Information**

Vendor must fill out the following forms at the end of this document and submit as part of RFP:

1. Certifications, Experience & References
2. Certificate of Authority
3. Certificate of Non-Collusion
4. Certification as to Payment of Taxes

## **Vendor Requirements**

All submitted proposals must provide at a minimum, all requested information in the proposal document. The information should be organized as indicated in the proposal requirements. The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the RFP.

All information submitted is to be considered public knowledge and will be subject to the Public Records Act or any other applicable laws.

1. Service providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
2. Service providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/service-providers/step01/default.aspx>
3. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
4. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.
5. Products and services must be delivered before billing can commence.
6. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
7. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

8. Service providers must comply with the FCC rules for Lowest Corresponding Price. Further details on LCP may be obtained at USAC's website:  
<http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>.

## **Invoicing**

1. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice. The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall be only the discounted amount beginning with the billing cycle immediately following said approval.
2. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

## **FCC/SLD Auditability**

The E-Rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

## **Proposal Evaluation**

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Vendors may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the District's technology needs.

**Evaluation Criteria** (The District will select the most cost-effective proposal with price of E-Rate eligible products being the primary factor (most heavily weighted)).

30%	Price of E-rate eligible products & services
5%	Price of Other costs (not eligible for E-Rate discount)
29%	Transition/Implementation/Timelines
29%	Prior Experience with similar projects and references
7%	RFP Response and Preparation

## **Specific Instructions & Information to Bidders**

1. **PROPOSALS:** Each proposal shall be submitted on forms supplied by the District. Each proposal shall conform and be responsive to District specifications. Bidder shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form.
2. **DEADLINE FOR RECEIPT OF PROPOSAL:** One signed original and two hard copies must be submitted in sealed envelopes and should be properly identified and proposals must arrive in the **Office of the Superintendent, Amesbury Public Schools, 5 Highland Street, Amesbury, MA 01913 before 2:00 PM Friday, March 4, 2022.** Late proposals will not be accepted.
3. **PROPOSAL SUBMISSION REQUIREMENT:** Proposals shall be submitted to the address listed in #2 above and labeled as follows: **RFP – Amesbury Public Schools – Technology Infrastructure.** It is the sole responsibility of the bidder to see that the proposal is received in the time state above in #2. Any proposal received after the scheduled closing time for receipt of proposals will be rejected and returned to the bidder.
4. **QUOTE SEPARATELY:** Quote on each item separately. Prices should be stated based on quantities/units specified on the proposal form.
5. **SIGNATURE:** The proposal must be signed in the name of the bidder or persons duly authorized to sign the proposal. In case a proposal is submitted by a corporation, it must be signed in the name of said corporation by a duly authorized officer or agent thereof.
6. **ERROR IN PROPOSAL:** Any claim by bidder of error in his proposal must be made before proposals are opened, or int eh claim shall be deemed waived. Any bidder may withdraw from his proposal at any time before the time at which proposals are due and the Request for Proposals is closed and, having done so, no bidder will be permitted to resubmit a proposal.
7. **WITHDRAWAL OF PROPOSAL:** Any bidder may withdraw his proposal by written request. All proposals received by the District shall remain subject to acceptance for a period of ninety (90) calendar days after the date of the proposal opening.
8. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The School Committee reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularity of any proposal. No proposal may be withdrawn for a period of ninety (90) days without written approval of the District.

9. **CONTRACT:** The bidder to whom the award is made shall be required to enter into a written contract with the District. These bid specifications and the bidder's proposal will be attached to, and become a part of, the final contract documents.
10. **PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations or rules, then the latter shall prevail.
11. **FEDERAL OR STATE REGULATIONS:** The Bidder's proposal and any contract entered into are subject to all applicable statutes of the United States or the State of Massachusetts and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.

**AMESBURY PUBLIC SCHOOLS  
PRICE PROPOSAL  
CATEGORY 2 – INTERNAL CONNECTIONS**

ITEM	QUANTITY	PRICE/EA	TOTAL PRICE
Cabling	165,000 ft		
Switches			
(Meraki or equivalent)	30		
Router	2		
Racks			
(APS or equivalent)	13		
Firewall Service & Compenents			
(Meraki or equivalent)	8		
WAP			
(Meraki or equivalent)	250		

Signature of Official Authorized under the "Certificate of Authority" to authorize this price proposal.

Name: \_\_\_\_\_ (please print)

Title: \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Certifications, Experience & References

BIDDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

FCC Form 498 ID (SPIN): \_\_\_\_\_

FCC Registration Number: \_\_\_\_\_

Responsible contact personnel:

Name

Phone

Email

_____	_____	_____
_____	_____	_____

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How many years has your company been in business in its current capacity? \_\_\_\_\_

How many years has your company been in business under its present name? \_\_\_\_\_

During the last five (5) years, has the Vendor been barred, suspended or otherwise prohibited from participating in the Federal Communication Commission E-Rate (Schools & Libraries) or Rural Health Care Programs? Yes\_\_\_ No\_\_\_\_\_

Does the Vendor's FCC Registration Number have RED light status? Yes\_\_\_ No\_\_\_

During the past five (5) years, has the Vendor been a party to a lawsuit involving any existing or prior contracts as it relates to services performed or not performed?  
Yes\_\_\_ No\_\_\_

If the Vendor responds yes to any of the prior three questions, please provide information concerning the investigation/lawsuit/government action as an attachment to this form.

**Experience:**

Vendor shall provide a list of three (3) projects of similar type, size and complexity. State project (customer) name, description of work, dollar value, public entity, yes or no, and date using the format below. Projects listed must have been performed within the last five (5) years. Please include any additional information with proposal if available.

Project Name	Description of Work	Dollar Value	Public Entity Yes/No	Date
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**References:**

Proposal shall provide three (3) references from company owners or management personnel from projects listed above. There must be at least one (1) reference for each project listed.

For each reference include the following

Company Name:

Project Name:

Contact Person Name, Title, Email and Phone #

**Certifications:** Employees' certifications pertaining to work are to be included in submittal.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of the \_\_\_\_\_  
(Name of Corporation) held on \_\_\_\_\_ (Date) \_\_\_\_\_

It was VOTED that:

\_\_\_\_\_  
(Name) (Officer)

of this company, be and he/she hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such \_\_\_\_\_ under seal of the company, shall

(Officer)

Be valid and binding upon this company.

A True Copy,

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_  
DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the clerk of the \_\_\_\_\_  
\_\_\_\_\_. That \_\_\_\_\_ is duly elected  
\_\_\_\_\_ of said company, and that the above vote has not been  
amended or rescinded and remains in full force and effect as of the date of this contract.

\_\_\_\_\_  
(Clerk)

**CORPORATE SEAL:**

#### **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Signature of person signing bid or proposal)

\_\_\_\_\_  
(Name of business)

**CERTIFICATION AS TO PAYMENT OF TAXES**

Pursuant to G.L. c.62C, §49A, I, \_\_\_\_\_ hereby certify under the  
Pains and penalties of perjury that \_\_\_\_\_ has complied with all laws  
(Vendor)

Of the Commonwealth of Massachusetts relating to the payment of taxes and has filed all  
state Tax returns and paid all State taxes required under law.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative of Vendor

\_\_\_\_\_  
Title

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**Social Security Number or Federal ID Number of Vendor**